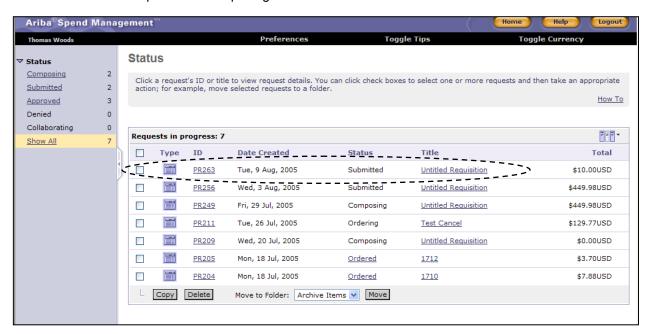


Withdrawing an eRequisition

Original requestors can withdraw a submitted eRequisition to make edits before it is fully approved. When an eRequisition is withdrawn, the request is moved from the approver's queue into the requestor's 'Composing' folder. The requestor will be prompted to edit the withdrawn eRequisition, view the eRequisition or return to the E-Procurement Home Page. If the user chooses not to edit the requisition, it will be saved in the requestor's 'Composing' folder.



1. Locate the eRequisition to be withdrawn in the Status folder. An eRequisition with a status of 'Submitted' or 'Denied' can be withdrawn.

Note: An eRequisition can also be withdrawn from the Submitted and Denied folders under Status on the Shortcut Menu.

2. Click on the title or the eRequisition ID to display the request.

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3. Click the 'Withdraw' button.



4. Select 'Edit the withdrawn request now'. The eRequisition will be displayed to the user in 'Composing' status. User can make necessary changes before submitting the eRequisition. Once the user clicks 'Submit', the eRequisition will resubmitted to the normal approval flow process.

Note: Any individuals in the approval flow who approved the eRequisition prior to it being withdrawn will have to review and approve the modified eRequisition.